

Technology Check-Out Procedure

Equipment check-outs begin on the Monday following Move-In Day. Please note that this date varies from semester to semester. This policy applies to both residential and commuter students.

Eligibility Requirements

To be eligible for equipment check-out, students must:

- Be registered with Access and Accommodation Services (AAS), and
- Either live on campus **or** be enrolled in on-campus classes

Due to limited resources, equipment check-out is not currently available to online-only students.

How to Check Out Equipment

Students may check out devices by:

- Walk-ins (Student Union, Room 2181), or
- [Scheduling an appointment via Penji](#)

Note: Devices will be reserved for students who make an appointment. If a requested item is unavailable, students will be notified in advance of their appointment.

Loan Duration and Returns

Equipment can be borrowed for up to one full semester and must be returned by the due date provided at check-out—typically the Thursday of finals week.

Students who borrow equipment during the fall semester will have **one week** at the start of the spring semester to reclaim the same device. After that week, any unclaimed equipment will be made available on a first-come, first-served basis.

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